

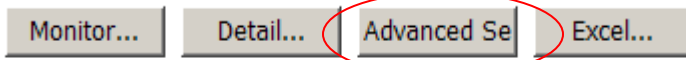


HELPFUL HINTS - WITS

HOW DO I SEARCH FOR AN ACTION IN WITS?

1. Click on the **Advanced Search** button in the area that you would like to search. Remember, to locate all active items, and conduct your search in Active Transactions. If the item you wish to search for has been completed, you will find it in the Archived Transactions.

1 2 3 4 5 6 7 8 9 10 Next Next10



2. This will open the Advanced Search pop-up window.

We recommend that you search by **“Process Variable.”** This will allow you to search by a number of WITS/OHR-specific criteria. A list of the most useful process variables is included below:

LABEL/SEARCH CRITERIA	VALUE TYPE	PROCESS VARIABLE	SUGGESTED OPERATOR
Administrative Code	String	admin_code	Equal
HR Specialist	String	hr_specialist	Including
HR Assistant	String	hr_assistant	Including
HR SPA	String	hr_spa	Including
Date SF-52 Recv'd	String	date_received	Equal
Effective Date	String	effective_date	Equal
First Name (of employee)	String	first_name	Including
Last Name (of employee)	String	last_name	Including
WiTS #	Numeric	transaction_number	Equal

3. After you have identified the Process Variable you will use to search, complete the following information:
Select the Value Type, enter the **Process Variable**, and **select the Operator** according to the table above.
Enter your search item in the **Value** text box.
Click “Add.”

4. **Click on “Search.”**
 After clicking “Search” you will be sent back to your Work Area Page. If the area you were searching returns empty, no matches were found for your criteria. Modify your search as necessary. Click on your “Worklist” tab to remove the search filter and see all items again.



HELPFUL HINTS - WITS

WHAT ACTIONS ARE ENTERED INTO WITS?

As of February 2007, the following actions are entered and routed through WITS:

- **Awards**
(Invention, Performance, On-The-Spot, Quality Step Increases, (QSI), Special Act or Service, Suggestion, Time-Off)
- **Benefits Forms Processing – BPLB only**
- **Career Changes**
(Change to Lower Grade, Conversion (T5 only), Conversion NTE (T5 only), Job Code/Position Number Request, Pay (ATM, 3Rs, PSP, PCA))
- **Promotions, Promotions NTE, Reassignments, Transfers (in)**
- **HR Systems Support**
(WITS, EHRP, eOPF, Web/Portal, MyPay, e-Induction, HHS Careers, VPN/IMPACT)
- **Change in Work Schedule/Hours**
- **Classification**
- **LWOP (Leave Without Pay)**
- **RTD (Return to Duty)**
- **Retirement Estimate & Application Processing - BPLB only**
- **Recruitment & Selection**
- **Separations**
(Resignation, Expiration/Termination of Appointment (non-ER)
Transfers (out))

WHAT IS A PRUG MEMBER? WHAT ARE THEY RESPONSIBLE FOR?

The **P**rocess **R**edesign **U**ser **G**roup is responsible for redesigning and streamlining HR processes for OHR. PRUG members (also known as WITS SuperUsers) serve as liaisons between their Branches and the SPD WITS Team. These individuals serve as the first point of contact for most WITS users in resolving general problems and provide suggestions for system enhancements from their OHR Branches. In addition to CSD Branch Chiefs, PRUG members are also the only WITS users authorized to submit requests for new user accounts, the modification of existing accounts, and the addition/modification of administrative codes.

CSD Branch PRUG Members Primary/Alternate

Ernesto Corrales , Patrick Wenum	CSD Branch A	Chris Duggan	CSD Branch G
Brian Harper , Jennifer Jones	CSD Branch B	Danielle Lewis , Normica Eaddy	CSD Branch H
Jaime Arreguin-Avila , Tanya Smith	CSD Branch C	Chris Boarman , Lauren Carroll	CSD Branch I
Susan Anderson	CSD Branch D	Cynthia Robinson , Jessica Swartz	CSD Branch J
Joe Martin , Veronica Dykes	CSD Branch E	Yolete Lee , Stephanie Jackson	CSD Branch K
Robin Stephens	CSD Branch F (MD)	Nicole Powell , Cheryl Harris	CSD OD-SPA Unit
Nancy Delgais	CSD Branch F (NC)		